



Managing Processed Applications and Certificates in PCIT

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Revision History

Version Number	Revision Summary	Date
1	Initial version for 2008. Updates made for Release 3.1 include the following: <ul style="list-style-type: none">• Updated screen prints as necessary due to Org ID being listed in upper right hand corner of page.• Changed references from "Certificate Print Wizard" to "Print Wizard".• Removed Supersede and Replace references.	February 2008
2	Updates made for Release 3.2 include the following: <ul style="list-style-type: none">• Updated screen prints as necessary for the new <i>Certificate Adjustment & Payment</i> page and the <i>Print Wizard – Set Print Criteria</i> pages.	April 2008
3	Updates made for Release 3.3 include the following: <ul style="list-style-type: none">• Changed the document title from "PCIT Certificates" to "Managing Processed Applications and Certificates in PCIT".• Combined the <i>View Certificates</i> and <i>View Process Applications</i> page to create the <i>Manage Processed Applications</i> page.• Removed the <i>Print Wizard</i> section and added it to the <i>Printing and Report Generating in PCIT</i> document.	August 2008

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1.0 Managing Certificates

When the ACO has inspected the application commodities and updated PCIT with required data as appropriate for the importing country's requirements, the ACO can issue a certificate. PCIT validates that at least one inspection has been recorded for the application during the issue process. PCIT prompts the user to approve the inspection data displayed, to provide another. The user can then chose to print a Shipper's Original certificate and enter the barcode number(s) of the security paper used.

Output from the PCIT system is a printed certificate that denotes an authorized export of plant material. The Accredited Certifying Official (ACO) and designated Authorized Entities are the privilege users who can issue and print a certificate. Certificates are printed on heat sensitive security paper containing a watermark and bare the USDA/ Animal and Plant Health Inspection Service (APHIS) seal. The security paper possesses additional features to deter fraudulent use of the certificate. The USDA, and State and County Cooperators assigned to the duty stations are responsible for maintaining control and inventory of the security paper according to standard procedures.

In addition to privilege users stated above, the US Nursery Certified Program participants can issue and print certificates on regular 8x11 papers with the watermark 'US-NCP' lay across the page. External users can print copies of certificates on standard stock paper for document recording purposes. Each certificate print is recorded in the system for auditing purposes and the document has "COPY" watermark printed on it. PCIT only documents a certificate as printed if the **Printed** button is clicked and the certificate status is changed to Printed or Printed-A. PCIT does not record how many copies (certificates with the watermark "COPY" across it) are printed.

1.1 Managing Processed Applications

What	<p>This section shows you how to use PCIT to manage processed applications.</p> <p>All certificates have a <i>status</i>. The statuses include:</p> <ul style="list-style-type: none"> • Cancelled: the application has been cancelled by an AE or an ACO. • Issued: the application has passed inspection and a Phytosanitary Certificate has been issued. • Issued-A: the application has been processed by an authorized Nursery organization and a Phytosanitary Certificate has been issued. • Issued-Pending: the application has been issued without inspection (applicant or AE view). • Printed: the Phytosanitary Certificate has been printed for the specific application. • Printed-A: the Phytosanitary Certificate has been printed for a specific nursery application. • Replaced: the Phytosanitary Certificate has been replaced with a different certificate number. • Voided: the issued Phytosanitary Certificate has been voided.
When	After logging on to PCIT, you may view your certificates at any time.
How	Complete the following steps:

1. If you are not already signed in to PCIT, sign in to PCIT.

RESULT: The *Welcome* page appears.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome Mary Davis of Skagway (PPQ).
[Manage Account](#) [Sign Out](#)

Welcome

PCIT Home
 My Workload
 My Duty Station Workload
 Create/Update Applications
Manage Processed Applications
 Financial Management
 Print Wizard
 View Reports
 EXCERPT

Welcome to the Phytosanitary Certificate Issuance and Tracking (PCIT) System. PCIT allows you to create and submit applications for certificates to export commodities. You may also view the progress of your applications, print copies of your applications and final certificates, and create templates to simplify the application creation process.

Messages


- [1 Combined application in Submitted status has been assigned to Skagway \(PPQ\)](#)
- [1 application in Issued status for 10 or more days has been assigned to Fairbanks \(State\)](#)

What's New


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2. Select the Manage Processed Applications link from the menu at the left side of the screen.
RESULT: The *Manage Processed Applications* page appears and allows you to search for a certificate to view or manage.
NOTE: Applicant users can only search for certificates they are an applicant for. ACO users can search for certificates based on their associated Duty Stations or by known Tracking or FPC numbers.

Welcome **Mary Davis of Skagway (PPQ)**.
[Sign Out](#)



Phytosanitary Certificate Issuance & Tracking System (PCIT)



Manage Processed Applications

[PCIT Home](#)

[My Workload](#)

[My Duty Station Workload](#)

[Create/Update Applications](#)

[Manage Processed Applications](#)

[Combine Certificates](#)

[Financial Management](#)

[Print Wizard](#)

[View Reports](#)

EXCERPT

Please enter search criteria to manage a list of processed applications. From the resulting list, you may choose to view it by clicking on the 'View' button, or you may manage the processed applications/certificates by clicking on the 'Manage' button.

Duty Station: AK - Skagway (PPQ)

and

Application Status: All

and

Date Range: 07/08/2008 To 07/15/2008

mm/dd/yyyy mm/dd/yyyy

Or

Tracking Number:

Or

FPC Number:

Clear
Search

Tracking / FPC Number	Status	Issued Date	Destination	
93608 F-F-02232-00093608-7-N	Issued	07/15/2008	Morocco	View Manage

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

3. Enter search criteria to manage a list of processed applications. From the resulting list, you may choose to view it by clicking on the **View** button, or you may manage the processed applications/certificates by clicking on the **Manage** button.

NOTE: If no certificates are found, the message “No certificates match the search criteria.” displays.

The certificates associated with the entered search criteria are displayed with the following information:

- Tracking/FPC Number: the tracking and certificate number assigned to the particular application. Cancelled applications will only list a tracking number.
- Status: status of the certificate.
- Issued Date: the date the certificate was issued by the ACO.
Destination: the country to which the commodities will be sent.

A **View** and **Manage** button are displayed to the right of each certificate.

4. To view the application details from the *Managed Processed Applications* page, click the **View** button next to the associated application.

RESULT: The *Processed Application Details* page appears.

Welcome Mary Davis of Skagway (PPQ). [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Processed Application Details

Tracking #: 112003 [Print Application](#) [View Certificate](#) [Back](#)

Certificate Type: PPQ Form 577 Status: Printed
 Issued Date: 04/11/2008 Issued By: Mary Davis
 Associated Duty Station: Skagway (PPQ)

General Application Information

Applicant Name: Christine's Pretty Flowers
 Applicant Address: 13600 EDS Drive
 Herndon, VA 20171
 Phone: 703-733-3791

Exporter Name: Alexandria Exporters
 Exporter Address: 1235 Main Street
 Alexandria, VA 22309

Consignee Name: Scottish Importers
 Consignee Address: 123 Anywhere Street
 Glasgow, Scotland

Destination Country: United Kingdom
 Requested Issuing Duty Station: Skagway (PPQ)

[Reference Information:](#)
[Import Permit Number:](#)

[Comments:](#)

Export & Shipping Details

Shipment Value: Commercial
 Approximate Date For Departure: 04/11/2008
 From Port Of Export: Dulles Airport
 Port Of Export: Dulles Airport
 Declared Means Of Conveyance: Air Freight
 Shipping Details: For information, click the commodity 'Details' button(s) below.
 Point Of Entry: Glasgow

Commodities Overview

Commodities Available For Inspection At: Alexandria Warehouse
 Commodities Available On: 04/11/2008 [Time: 1830](#)

Common Name	Botanical Name	Quantity	Unit	
Tiger lily	Lilium lancifolium	100	Cartons	Details

Inspections

Inspection Date	Commodities Inspected	
04/11/2008	Tiger lily	Details

Attachments

There are no file(s) attached to this application.

Treatments

Treatment Date	Treatment Type	Commodities	
04/11/2008	Insecticide	Tiger lily	Details

Reasons For Return

N/A

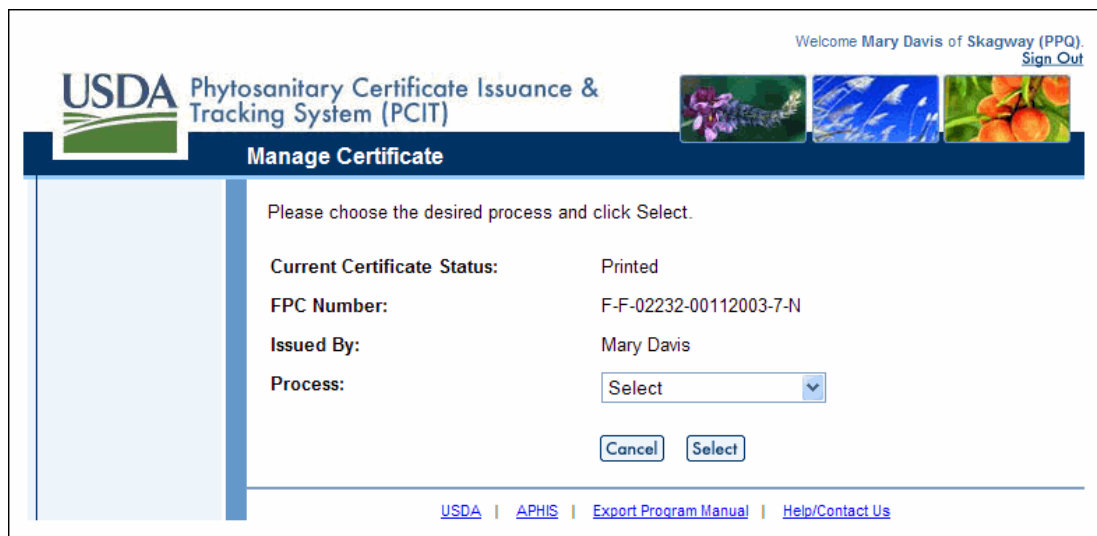
Additional Declarations

N/A

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5. To generate the certificate details, click the **Details** button.
RESULT: The associated window appears.
6. To change the status of a certificate, click the **Manage** button.
RESULT: The *Manage Certificate* page appears.



Welcome Mary Davis of Skagway (PPQ). [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Certificate

Please choose the desired process and click Select.

Current Certificate Status: Printed

FPC Number: F-F-02232-00112003-7-N

Issued By: Mary Davis

Process:

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

7. Select the desired option in the **Process** dropdown list and click the **Select** button.
RESULT: The list appears in the following order based on the certificate status:
 - a. Generate Copy
 - b. Generate XML
 - c. Print
 - d. Replace
 - e. Update Certificate Fee
 - f. Void
 - g. Split
 - h. Reuse

The following chart describes the options for Manage Certificate:

Option	Description
Generate Copy	You can generate a copy of the certificate from the <i>Manage Certificate</i> page. The certificate will display in PDF with the watermark "COPY" across it.
Generate XML	You can generate an XML file from the <i>Manage Certificate</i> page. The certificate information will display in format.
Print	You can update a certificate to Printed status from the <i>Manage Certificate</i> page. You can print the original certificate and then confirm the certificate printed correctly. This will ensure that duplicate original certificates cannot be generated in PCIT. It also updates the status of certificates in Issued status to the final status of Printed. You also have the option of entering the bar code that was printed on the security paper.
Replace	You can replace a certificate from the <i>Manage Certificate</i> page. Once you select the Replace option, the <i>Application Details</i> page displays. You can then edit the provided information.
Update Certificate Fee	ACOs can change federal certificate fees on "Issued" or "Printed" applications, as well as "Void" or "Replaced" certificates if the payment was originally taken, by selecting the Update Certificate Fee option from the <i>Manage Certificate</i> page. The fee change will impact the balance of the applicant's pre-purchase account, by either adding or subtracting funds.
Void	You can void Printed/Printed-A or Issued/Issued-A certificates. For Issued-A certificates, the <i>Manage Certificate</i> page appears and the only option is Void .
Split	You can split (void) certificates by the process of dividing it into two to five new certificates from the <i>Manage Certificate</i> page.
Reuse	You can reuse similar certificates that have to be generated during high-volume periods. This process can be used immediately upon completion of a certificate or from the <i>Manage Processed Applications</i> page. When reusing a certificate, all certificate data is copied to a new application except for Inspection Results and Treatment Dates (if Treatment Date existed on the certificate being reused).

1.1.1 View a Certificate

8. To view the application details from the *Managed Processed Applications* page, click the **View** button next to the associated application.

RESULT: The *Processed Application Details* page appears.

Welcome Mary Davis of Skagway (PPQ) Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Processed Application Details

Tracking # 95019 [Print Application](#) [View Certificate](#) [Back](#)

Certificate Type: PPQ Form 577 Status: Printed
 Issued Date: 07/30/2008 Issued By: Mary Davis
 Associated Duty Station: Skagway (PPQ)

General Application Information

Applicant Name: Alaska Plant World
 Applicant Address: 1234 Main Street
 Suite 500
 Juneau, AK 99905
 Phone: 907-555-1234
 Exporter Name: Alaska Plant World
 Exporter Address: 1234 Anywhere Street
 Juneau, AK 99901
 Consignee Name: Arctic Lumber, Inc.
 Consignee Address: Juneau
 Destination Country: Iceland
 Requested Issuing Duty Station: Skagway (PPQ)
[Reference Information:](#)
[Import Permit Number:](#)
[Comments:](#)

Export & Shipping Details

Shipment Value: Commercial
 Approximate Date For Departure: 11/29/2007
 From Port Of Export:
 Port Of Export:
 Declared Means Of Conveyance: Air Freight
 Shipping Details: For information, click the commodity 'Details' button(s) below.
 Point Of Entry: Beijing

Commodities Overview

Commodities Available For Inspection At: Warehouse 2
 Commodities Available On: 11/29/2007 [Time](#) 1315

Common Name	Botanical Name	Quantity	Unit	
Apple	Malus pumila	50	Square feet	Details
Mixed Seed	N / A	50	Bags	Details

Inspections

Inspection Date	Commodities Inspected	
11/29/2007	Multiple Commodities	Details

Attachments

There are no file(s) attached to this application.

Treatments

Treatment Date	Treatment Type	Commodities	
01/23/2008	Vapor heat	Multiple Commodities	Details

Reasons For Return

N/A

Additional Declarations

Import Permit Number _____ was presented.
[Back](#)

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9. To view the certificate, click **View Certificate** in the upper right hand corner.

RESULT: A new PDF window appears with the certificate copy displayed.

1.1.2 Generate a Certificate Copy

10. From the *Manage Processed Applications* page, click the **Manage** button next to the appropriate certificate.

RESULT: The *Manage Certificate* page displays.

Welcome **Mary Davis** of **Skagway (PPQ)**. [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Certificate

Please choose the desired process and click Select.

Current Certificate Status: Printed

FPC Number: F-F-02232-00095019-7-N

Issued By: Mary Davis

Process: Generate Copy

[Cancel](#) [Select](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

11. In the **Process** drop-down list select **Generate Copy**, and then click the **Select** button.

RESULT: The *Generate Certificate Confirmation* page displays.

Welcome **Mary Davis** of **Skagway (PPQ)**. [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Generate Certificate Confirmation

PCIT Home

EXCERPT

PCIT is now ready to create your specified output. Click the 'Generate Certificate Copy' button to continue.

[Back](#) [Generate Certificate Copy](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

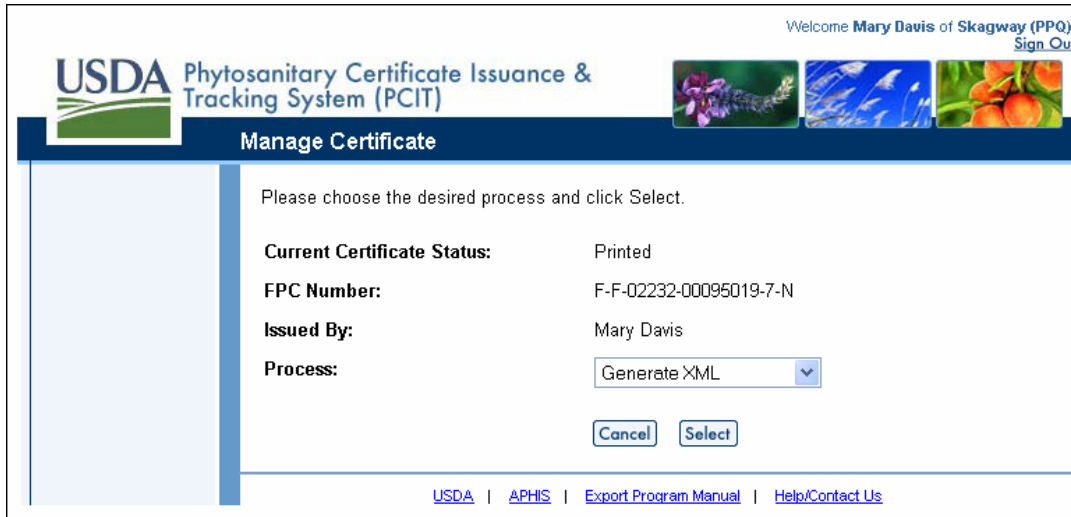
12. Click the **Generate Certificate Copy** button.

RESULT: A new PDF window appears with the certificate copy displayed.

1.1.3 Generate an XML Certificate

13. From the *Manage Processed Applications* page, click the **Manage** button next to the appropriate certificate.

RESULT: The *Manage Certificate* page displays.



Welcome **Mary Davis** of **Skagway (PPQ)**. [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Certificate

Please choose the desired process and click Select.

Current Certificate Status: Printed

FPC Number: F-F-02232-00095019-7-N

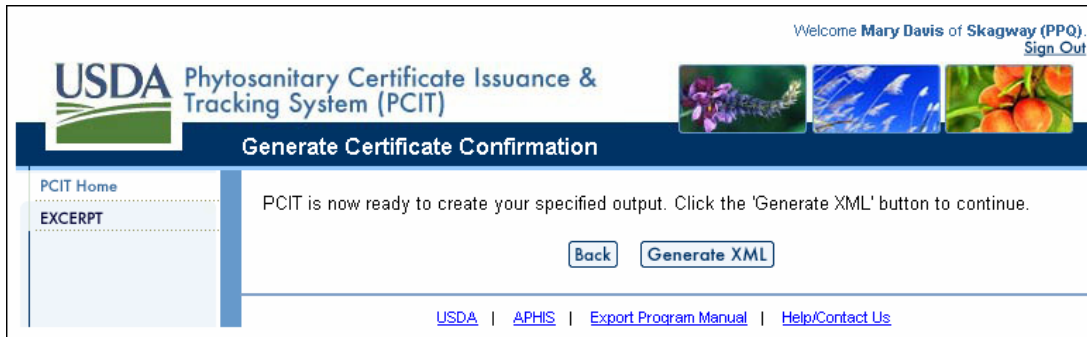
Issued By: Mary Davis

Process: ▼

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

14. In the **Process** drop-down list select **Generate XML**, and then click the **Select** button.

RESULT: The *Generate Certificate Confirmation* page displays.



Welcome **Mary Davis** of **Skagway (PPQ)**. [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

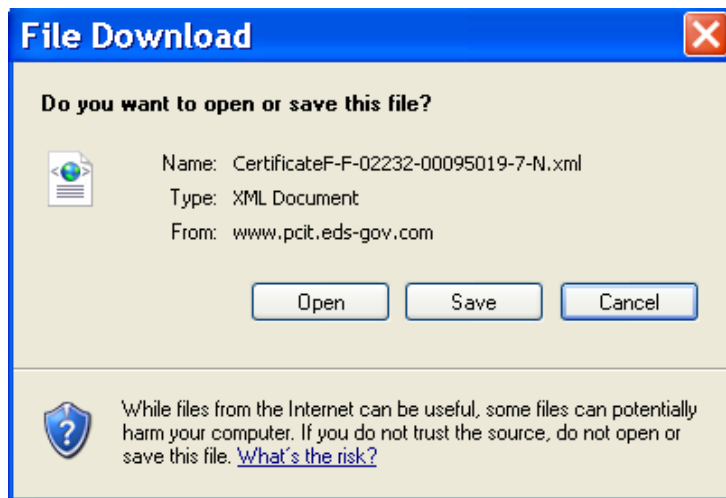
Generate Certificate Confirmation

PCIT is now ready to create your specified output. Click the 'Generate XML' button to continue.

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

15. Click the **Generate XML** button.

RESULT: A new screen appears asking if you want to open or save the XML file.



16. Click the **Open** button.

RESULT: A new screen appears with the XML document displayed.

1.1.4 Update Certificate to Printed Status

17. From the *Manage Processed Applications* page, click the **Manage** button next to the appropriate certificate.

RESULT: The *Manage Certificate* page displays.

The screenshot shows the 'Manage Certificate' page in the USDA PCIT system. At the top right, it says 'Welcome Mary Davis of Skagway (PPQ)' with a 'Sign Out' link. The page title is 'USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)'. Below this is a dark blue header with the text 'Manage Certificate'. The main content area has a light blue sidebar on the left. The main content area contains the following information:

Please choose the desired process and click Select.

Current Certificate Status:	Issued
FPC Number:	F-F-02232-00150312-7-N
Issued By:	Mary Davis
Process:	<input type="text" value="Print"/> ▼

At the bottom of the form are two buttons: 'Cancel' and 'Select'.

At the bottom of the page are four links: [USDA](#), [APHIS](#), [Export Program Manual](#), and [Help/Contact Us](#).

18. In the **Process** drop-down list select **Print**, and then click the **Select** button.

RESULT: The *Print Certificate & Optional Fee Correction* page displays.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome Mary Davis of Skagway (PPQ). [Sign Out](#)

Application for Phytosanitary Certificate

PCIT Home | My Workload | My Duty Station Workload | **Issue/Print Certificate** | EXCERPT

Applicant Name: ABCD Corporation | Current Status: **Issued**
 Application Submission Date: 07/15/2008
 FPC Number: F-F-02232-00093608-7-N

Print Certificate & Optional Fee Correction

Reminder: For pre-paid phytos prior to release of PCIT Version 2.5, please continue to use the APHIS 80-R until all balances created prior to 09/08/2007 are exhausted.

This certificate was charged: **\$7.00**.
 If this is incorrect, you can correct the fee now. [Correct Fee](#)

To print the original certificate now, you can follow these steps.

Step 1: To print the original certificate, select the ['Generate Original Certificate'](#) button.

[Generate Original Certificate](#)

Step 2: Once the original certificate has successfully printed, click the ['Printed'](#) button. This will do the following:

1. Will ensure that duplicate original certificates cannot be generated in PCIT.
2. Will change the status of certificates in ISSUED status to PRINTED status, which is the final status in PCIT.

[Printed](#)

Optional Steps

Optional Step A: If the original certificate printed correctly, you may optionally enter the bar code printed on the security paper. Enter the certificate bar code in the input box and click 'Add'.

Bar Code: [Add](#)

Bar Code Number(s):

No bar codes have been added.

Optional Step B: If a certificate is eligible for Reuse, a 'Reuse Certificate' button will display. Clicking on this button will allow you to reuse this certificate to generate additional certificates with similar information.

[Reuse Certificate](#)

USDA | APHIS | Export Program Manual | [Help/Contact Us](#)

To generate the Original Certificate, click on the **Generate Original** Certificate button. After printing the original certificate on security paper, confirm the certificate printed correctly by clicking the **Printed** button.

RESULT: The *Print Certificate & Optional Fee Correction* page refreshes with the current status displayed as Printed and the **Generate Certificate Copy** and **Reuse Certificate** buttons appear. You may enter the security paper bar code information if desired.

NOTE: For detailed steps to reuse a certificate, refer to *Section 1.2, Reuse Certificates*.

1.1.5 Replace a Certificate

19. From the *Manage Processed Applications* page, click the **Manage** button next to a Printed or Issued certificate.

RESULT: The *Manage Certificate* page appears.


The screenshot shows the 'Manage Certificate' page in the USDA PCIT system. At the top right, a welcome message reads 'Welcome Mary Davis of Skagway (PPQ). Sign Out'. The page header includes the USDA logo and the text 'Phytosanitary Certificate Issuance & Tracking System (PCIT)'. Below the header, a dark blue bar contains the title 'Manage Certificate'. The main content area has a light blue sidebar on the left and a white main panel. The main panel contains the instruction 'Please choose the desired process and click Select.' followed by a table of certificate details:

Current Certificate Status:	Printed
FPC Number:	F-S-02090-00089355-9-N
Issued By:	Mary Davis
Process:	<input type="text" value="Replace"/>


Below the table are two buttons: 'Cancel' and 'Select'. At the bottom of the page, there are four links: [USDA](#), [APHIS](#), [Export Program Manual](#), and [Help/Contact Us](#).

20. Select **Replace** from the Process drop-down list, and click the **Select** button.
 RESULT: The *Application Details* page appears.

Welcome Mary Davis of Skagway (PPQ).
[Sign Out](#)



Phytosanitary Certificate Issuance & Tracking System (PCIT)



Application for Phytosanitary Certificate

[PCIT Home](#)
[Application Step by Step](#)
General
[Issue/Print Certificate](#)
[EXCERPT](#)

Tracking #: 153703

Application Details

Please review the information that you have provided for the application. Select 'Edit' to make changes to the associated part of the application.

Certificate Type: PPQ Form 577 [Edit](#)

Applicant Name: Alaska Plant World (Org ID 13604)
Applicant Address: 1234 Main Street
 Suite 500
 Juneau, AK 99801
 Phone: 907-555-1234
Exporter Name: Juneau Exporters
Exporter Address: 29304 Anywhere Street
 Juneau, AK 99801
Consignee Name: Danish Importers
Consignee Address: Copenhagen [Edit](#)
Destination Country: Denmark
Requested Issuing Duty Station: AK-Skagway (PPQ)

Reference Information:
Import Permit Number:
Comments:

Shipment Value: Commercial
Approximate Date For Departure From Port Of Export: 08/07/2008
Port Of Export: [Edit](#)
Declared Means Of Conveyance: Air Freight
Shipping Details: For information, click the commodity 'Details' button(s) below.
Point Of Entry: Copenhagen

Commodities Available For Inspection At: Warehouse 1
Commodities Available On: 08/06/2008 [Time:](#) 1530
Commodities Total: 1 [Edit](#)

Common Name	Botanical Name	Quantity	Unit	
Bushmint	Hyptis sp	5000	Crates	Details

Attachments: There are no file(s) attached to this application. [Edit](#)

Inspection Date	Commodities Inspected	Edit
07/31/2008	Bushmint	

No treatments have been added to the application. Please use the 'Edit' button to add a treatment if needed for this application. [Edit](#)

There are no Additional Declarations for this application. [Update](#)

Notice: I acknowledge that the fee is charged when the certificate is in issued status.

Notice: By submission of this application, I certify that the origin (place where grown) of the articles listed is as represented.

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

21. On the *Application Detail* page, click the **Edit** button to make changes to the associated part of the application.
- To update the Applicant, Exporter, Consignee, Import permit number, or to enter a comment, click the associated **Edit** button.
- RESULT: The *General* page appears.

The screenshot shows the 'General' page of the PCIT system. At the top, there is a welcome message for Mary Davis of Skagway (PPQ) and a 'Sign Out' link. The main header reads 'USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)'. Below this, the page title is 'Application for Phytosanitary Certificate'. A left sidebar contains navigation links: 'PCIT Home', 'Application Step by Step', 'General', 'Issue/Print Certificate', and 'EXCERPT'. The main content area is titled 'General' and includes a note: 'Items marked * are required.' The form fields are as follows:


- Applicant Name:** Alaska Plant World (Org ID 13604) with an 'Update' button.
- Applicant Address:** 1234 Main Street, Suite 500, Juneau, AK 55555, Phone: 907-555-1234.
- Exporter Name:** Juneau Exporters (dropdown menu) with an 'Add' button.
- Consignee Name:** Danish Importers (dropdown menu) with an 'Add' button.
- Certificate Type:** PPQ Form 577.
- Requested Issuing Duty Station:** AK-Skagway (PPQ) (dropdown menu).
- Reference Information:** A text input field.
- Import Permit Number:** A text input field with a note: 'Note: Please use a comma to separate multiple import permit numbers.'
- Comments:** A text input field.

At the bottom of the form are 'Cancel' and 'Save' buttons. The footer contains links to 'USDA', 'APHIS', 'Export Program Manual', and 'Help/Contact Us'.


You may update the information in any order. When you have completed the updates, click the **Save** button to return to the *Application Details* page.

- b. To update the export and shipping details, click the associated **Edit** button.
 RESULT: The *Export & Shipping Details* page appears.

Welcome Mary Davis of Skagway (PPO).
[Sign Out](#)



Phytosanitary Certificate Issuance & Tracking System (PCIT)



Application for Phytosanitary Certificate

[PCIT Home](#)
[Application Step by Step](#)
[General](#)
[Issue/Print Certificate](#)
EXCERPT


Export & Shipping Details

Consignee Country: Denmark

Please enter Export and Shipping details below. These details apply to the entire shipment. Items marked * are required.

Export Details

Shipment Value: *Required for federal duty station

Approximate Date For Departure 
mm/dd/yyyy

From Port Of Export: *

Port Of Export:

Declared Means Of Conveyance
From Port Of Export: *

If Other, More Details:

Default Shipping Details

Default Number of Packages, Package Description, and Distinguishing Marks for this shipment. Each commodity will default to these but can be overridden on the Commodity Details screen.

Number Of Packages:

Package Description: [Edit](#) [Edit Help](#)

If Other, More Details:

Distinguishing Marks: [Edit](#) [Edit Help](#)

If Other, More Details:

IMPORTANT: The default values entered above will apply to **new commodities only**. To apply one or more of these defaults to commodities already included in the application, select the corresponding checkbox and click the 'Apply' button.

Apply To All Existing Commodities: [Select All](#)

☐ Number of Packages

☐ Package Description

☐ Distinguishing Marks

Point Of Entry: *
If left blank, the consignee country will be automatically added.


[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

When you have completed the updates, click the **Save** button to return to the *Application Details* page.


- c. To update the commodities information, on the *Application Detail* page, click the associated **Edit** button.

RESULT: The *Commodities Overview* page appears.

Welcome Mary Davis of Skagway (PPQ).
[Sign Out](#)



Phytosanitary Certificate Issuance & Tracking System (PCIT)




Application for Phytosanitary Certificate

[PCIT Home](#)
[Application Step by Step](#)
[General](#)
[Issue/Print Certificate](#)
EXCERPT

Commodities Overview

Enter the location, date, and time the commodities will be available for inspection. Use the buttons to add individual, [mixed](#), or [cross](#) commodities to the application. Commodities that have been added to the application are listed below. You may update or delete the commodities listed. Commodity inspection information is not required for 579 applications.

Commodities Available For Inspection At:*

Commodities Available On:* 
mm/dd/yyyy

Time:*
Hours (e.g. 17) Minutes (e.g. 45)

Note: A phytosanitary certificate cannot be issued if the time limit between the inspection and the shipping date has been exceeded.


Common Name	Botanical Name	Quantity	Unit	Update Selected Select All	Delete Selected Select All
Bushmint	Hyptis sp	5000	Crates	<input type="checkbox"/>	<input type="checkbox"/>

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)


Use the following chart to proceed to the desired action.

If you want to...	Then...
Update the commodity	<ul style="list-style-type: none"> ■ Select the checkbox under the Update Selected column as appropriate, and click the Update Selected button to update the selected commodities. Upon completion, click the Back button. ■ RESULT: The <i>Application Details</i> page reappears. ■ Proceed to the next step.
Delete the commodity	<ul style="list-style-type: none"> ■ Select the checkbox under the Delete Selected column as appropriate, and click the Delete Selected button to remove the selected commodities. Upon completion, click the Back button. ■ RESULT: The <i>Application Details</i> page reappears. ■ Proceed to the next step.

Welcome Mary Davis of Skagway (PPO).
[Sign Out](#)



Phytosanitary Certificate Issuance & Tracking System (PCIT)



Application for Phytosanitary Certificate

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EXCERPT

Commodity Update

Use this screen to update specific information for the selected commodities. Commodities may be updated individually by clicking the 'Edit Details' button in the listing. If all commodities shown here have the same certified origin, the 'Update Selected Origins' button is available to update all the origins at once.

Click 'Save' to save all changes and return to the Commodities Overview screen. Clicking 'Cancel' will cancel only changes to this screen and return you to the Commodities Overview screen.

Certified Origin: USA
[Update Selected Origins](#)

Commodity	Part	Quantity	Unit	Weight (pounds)
Bushmint (Hyptis sp)	Plants	5000	Crates	

[Cancel](#) [Save](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

To update the commodities information, click the associated **Edit Details** button.
 RESULT: The *Commodity Details* page appears.

Welcome Mary Davis of Skagway (PPQ). [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Phytosanitary Certificate

PCIT Home
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 EXCERPT

Commodity Details

Please enter the required information for a commodity. For a mixed commodity, select '[Ingredients](#)' to add or edit commodities that are part of the mixed commodity package. Select 'Save' once all ingredients have been added.
 Items marked * are required.

Common Name:* Bushmint

Botanical Name:* Hyptis sp

Part:*

If Other, More Details:

Quantity:*

Unit:*

If Other, More Details:

[Weight:](#) Note: In pounds. This does not appear on the application or certificate.

Number Of Packages:* Note: Can be zero (0) or blank when package description is "In bulk".

[Package Description:](#) [Edit Help](#)

If Other, More Details:

[Distinguishing Marks:](#) [Edit Help](#)

If Other, More Details:

[Certified Origin\(s\):](#) USA

To add detailed origin information other than USA or to add multiple origins, please click the 'Add/Edit Multiple Origins' button:

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

Please enter the required information for a commodity based on the following table:

Field	Notes
Common Name	■ Read only.
Botanical Name	■ Read only.
Part	■ You may update the part of the associated commodity.
Quantity	■ You may update the quantity of the associated commodity.
Unit	■ You may update the unit of the associated commodity.
Weight	■ Weight in pounds of the commodity. ■ This is an optional field.
Number Of Packages	■ You may update the number of packages for the associated commodity.
Package Description	■ You may enter a package description for the associated commodity.
Distinguishing Marks	■ You may enter distinguishing marks for the associated commodity.
Certified Origin(s)	■ Read only.

For a mixed commodity, select the [Ingredients](#) link at the top of the page to add or edit commodities that are part of the mixed commodity package. Once all of the ingredients have been added and the commodities are updated, click the **Save** button.

RESULT: The *Commodity Overview* page appears. Click the **Back** button to return to the *Application Details* page.

22. Select the [Issue/Print Certificate](#) link from the left menu.

RESULT: The *Certificate Adjustment* page appears.

- a. Federal Certificates:

Make necessary updates, and click the **Issue Certificate** button to re-issue the certificate.

- b. State/County Certificates:

To enter the State/County Information, click the **Enter State/County Information** button at the bottom of the page, available for certificates issued at State/County duty stations.

RESULT: The *Enter State/County Information* page appears.

Welcome **Mary Davis** of **Skagway (PPQ)**. [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Phytosanitary Certificate

Enter State/County Information

All data fields are optional. The data entered on this screen can be downloaded and used as input for existing state and county financial systems. Please contact your office's financial personnel for guidance on what fields to complete.

Start Date:
mm/dd/yyyy

End Date:
mm/dd/yyyy

Regular Time: Hours Minutes

Overtime: Hours Minutes

Mileage:

Shipment Value:
xx.xx

Use Of The Shipment:

Fee:
xx.xx

Applicant ID:

Custom Field 1:

Custom Field 2:

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

Complete the fields of the *Enter State/County Information* page according to the following field chart. All data fields are optional. The data entered on this screen can be downloaded and used as input for existing state and county financial systems. Please contact your office's financial personnel for guidance on what fields to complete.

Field	Notes
Start Date	■ Indicates beginning date of inspection process.
End Date	■ Indicates end date of inspection process.
Regular Time	■ Indicates hours spent on the shipment inspection.
Overtime	■ Indicates overtime hours taken over shipment inspection.
Mileage	■ Indicates mileage traveled to conduct the shipment inspection.
Shipment Value	■ Indicates value of shipment.
Use Of the Shipment	■ Indicates the use of the shipment.
Fee	■ Indicates the fee for the shipment.
Applicant ID	■ Indicates the certificate identifier.
Custom Field 1	■ Free text field.
Custom Field 2	■ Free text field.

23. Click the **Save** button.

RESULT: The *Certificate Adjustment* page reappears.

1.1.6 Update a Certificate Fee

24. From the *Manage Processed Applications* page, click the **Manage** button next to the appropriate certificate.

RESULT: The *Manage Certificate* page displays.

The screenshot shows the 'Manage Certificate' page in the USDA PCIT system. At the top right, a welcome message reads 'Welcome Mary Davis of Skagway (PPQ)' with a 'Sign Out' link. The page header includes the USDA logo and the text 'Phytosanitary Certificate Issuance & Tracking System (PCIT)'. Below this is a dark blue bar with the title 'Manage Certificate'. The main content area has a light blue sidebar on the left and a white main panel. The main panel contains the instruction 'Please choose the desired process and click Select.' followed by a table of certificate details:

Current Certificate Status:	Printed
FPC Number:	F-S-02090-00089355-9-N
Issued By:	Mary Davis
Process:	Update Certificate Fee ▼

At the bottom of the main panel are two buttons: 'Cancel' and 'Select'. The footer of the page contains a horizontal line and the following links: [USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#).

25. In the **Process** drop-down list select **Update Certificate Fee**, and then click the **Select** button.
 RESULT: The *Update Certificate Fee* page displays.

Welcome **Mary Davis** of **Skagway (PPQ)**.
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Update Certificate Fee

To update the certificate fee of the selected certificate, enter the fields below and click the 'Save' button. The new fee amount will adjust the applicant's current balance and the new certificate fee will be displayed in the applicant's financial log.
 Items marked * are required.

Applicant Name: Francesca's Plants and Flowers

Applicant Address: 7503 Sunrise Ridge Road
 Bristol Bay, AK 11111
 Phone: 111-123-4567

Current Balance: \$33,414.50

Certificate Number: F-S-02090-00089355-9-N

Fee Charged: \$0.00

New Amount:*

Reason For The Change:

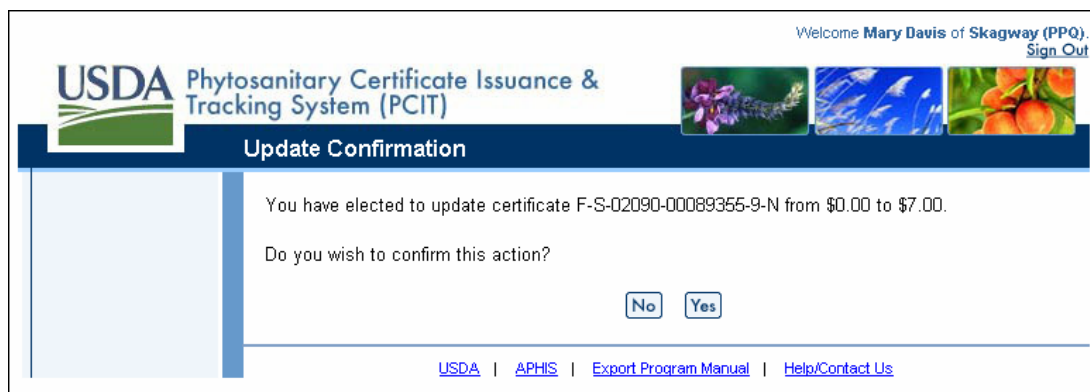
[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

26. Enter the required information based on the following table:

Field	Notes
New Amount	■ The new amount for the certificate fee. Select the appropriate fee amount from the drop-down list.
Reason For The Change	■ Free text field.

27. Click the **Save** button to save your entry.

RESULT: The *Update Confirmation* page displays.



USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome **Mary Davis** of **Skagway (PPQ)**.
[Sign Out](#)

Update Confirmation

You have elected to update certificate F-S-02090-00089355-9-N from \$0.00 to \$7.00.

Do you wish to confirm this action?

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

28. Click the **Yes** button to confirm the update

OR

Click the **No** button to cancel the update.

1.1.7 Void a Certificate

29. From the *Manage Processed Applications* page, click the **Manage** button next to the Printed/Printed-A or Issued/Issued-A certificate.

RESULT: The *Manage Certificate* page appears.

Welcome **Mary Davis** of Skagway (PPQ). [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Certificate

Please choose the desired process and click Select.

Current Certificate Status: Printed

FPC Number: F-S-02090-00089620-7-N

Issued By: Mary Davis

Process:

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

NOTE: For Issued-A certificates, the *Manage Certificate* page appears and the only option is **Void**.

30. Select **Void** from the **Process** drop-down list and click the **Select** button.

RESULT: The *Confirm Void Status* page appears.

Welcome **Mary Davis** of Skagway (PPQ). [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Confirm Void Status

Current Certificate Status: Printed

FPC Number: F-S-02090-00089620-7-N

Are you sure you want to update the status of the certificate to Void?

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

31. Use the following chart to proceed to the desired action.

If you want to...	Then...
Void the certificate	<ul style="list-style-type: none"> Click the Yes button. RESULT: The <i>Update Confirmation</i> page appears. Use the menu at the left side of the screen to select your next function in PCIT.
Abandon the void process	<ul style="list-style-type: none"> Click the No button. RESULT: The action is cancelled, and the <i>Process Certificates</i> page appears. Click the Cancel button. RESULT: The <i>Manage Processed Applications</i> page appears.

1.1.8 Split a Certificate

PCIT allows users to split existing certificates. You can render the certificates as split (void) by the process of dividing it into two to five new certificates. This process enables you to select commodity and quantity for each resulting certificate, carries forward the appropriate application/certificate data, tracks all edits, performs standard application processing validations (CITES checks), updates the AD as required, generates new certificate numbers for each resulting certificate, and maintains a link between the original and new certificates. The resulting certificate will trigger the print process and finance process.

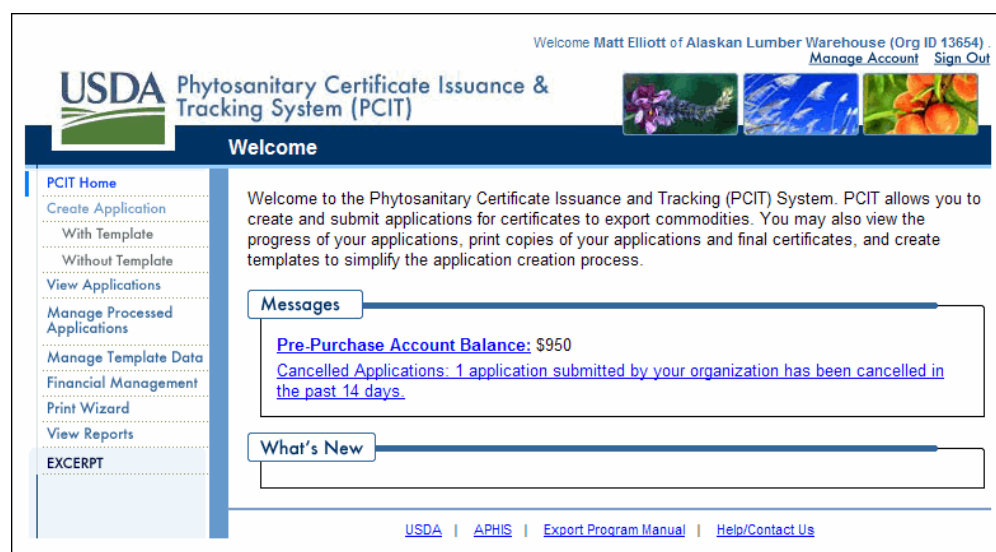
Refer to the *Combining and Splitting Certificates in PCIT* document for further details.

1.2 Reuse Certificates

What	This section shows you how to reuse Issued-pending, Issued, or Printed certificates to create additional or similar certificates.
When	You have multiple similar certificates that have to be generated during high-volume periods. This process can be used immediately upon completion of a certificate or from the <i>Manage Processed Applications</i> page. When reusing a certificate, all certificate data is copied to a new application except for Inspection Results and Treatment Dates (if Treatment Date existed on the certificate being reused).
How	Complete the following steps:

1. If you are not already signed in to PCIT, sign in to PCIT.

RESULT: The *Welcome* page appears.



USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome Matt Elliott of Alaskan Lumber Warehouse (Org ID 13654) . [Manage Account](#) [Sign Out](#)

Welcome

PCIT Home
 Create Application
 With Template
 Without Template
 View Applications
 Manage Processed Applications
 Manage Template Data
 Financial Management
 Print Wizard
 View Reports
 EXCERPT

Welcome to the Phytosanitary Certificate Issuance and Tracking (PCIT) System. PCIT allows you to create and submit applications for certificates to export commodities. You may also view the progress of your applications, print copies of your applications and final certificates, and create templates to simplify the application creation process.

Messages

[Pre-Purchase Account Balance: \\$950](#)
[Cancelled Applications: 1 application submitted by your organization has been cancelled in the past 14 days.](#)

What's New

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- Select the Manage Processed Application link from the menu at the left side of the screen.
RESULT: The *Manage Processed Applications* page appears and allows you to search for a certificate to view or process.

Welcome Matt Elliott of Alaskan Lumber Warehouse (Org ID 13654) . [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Processed Applications

Please enter search criteria to manage a list of processed applications. From the resulting list, you may choose to view it by clicking on the 'View' button, or you may manage the processed applications/certificates by clicking on the 'Manage' button.

Application Status:

and

Date Range: To
mm/dd/yyyy mm/dd/yyyy

Or

Tracking Number:

Or

FPC Number:

Tracking / FPC Number	Status	Issued Date	Destination	
153711 F-F-02232-00153711-7-N	Printed	08/06/2008	Portugal	<input type="button" value="View"/> <input type="button" value="Manage"/>

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

3. Click the **Manage** button next to certificate to be split.
RESULT: The *Manage Certificate* page appears.

The screenshot shows the 'Manage Certificate' page in the USDA PCIT system. At the top, there is a welcome message for 'Matt Elliott of Alaskan Lumber Warehouse (Org ID 13654)' and a 'Sign Out' link. The page title is 'USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)'. Below the title, there is a 'Manage Certificate' section. The instructions state: 'Please choose the desired process and click Select.' The current certificate status is 'Printed'. The FPC Number is 'F-F-02232-00153711-7-N'. The issued by is 'Mary Davis'. The process is set to 'Reuse' in a dropdown menu. There are 'Cancel' and 'Select' buttons. At the bottom, there are links for 'USDA', 'APHIS', 'Export Program Manual', and 'Help/Contact Us'.

Welcome Matt Elliott of Alaskan Lumber Warehouse (Org ID 13654) .
Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Certificate

Please choose the desired process and click Select.

Current Certificate Status: Printed

FPC Number: F-F-02232-00153711-7-N

Issued By: Mary Davis

Process:

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

4. Select **Reuse** from the Process drop-down list, and click the **Select** button.
RESULT: The *Application Details* page appears.

- For AE users, the following screen appears. The shipment value is not carried over and must be updated before proceeding.

Welcome Matt Elliott of Alaskan Lumber Warehouse (Org ID 13654) .
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Phytosanitary Certificate

PCIT Home Tracking #: 153713 [Close](#) [Print Application](#) [Print Certificate Draft](#)

[Application Step by Step](#)

General

[Treatments](#)

[Additional Declarations](#)

[Issue/Print Certificate](#)

EXCERPT

Application Details

Warning: Shipment Value and Payment Method information was not carried over from the original certificate. Please update the Shipment Value information, then the Payment Method edit block will display allowing you to update Payment Method.

Certificate Type: PPQ Form 577 [Edit](#)

Applicant Name: Alaskan Lumber Warehouse (Org ID 13654)

Applicant Address: 93045 Wilson Blvd.
Juneau, AK 12345
Phone: 907-564-5641

Exporter Name: Alaskan Lumber Warehouse

Exporter Address: 93045 Wilson Blvd.
Juneau, AK 12345

Consignee Name: Portuguese Lumber, Inc.

Consignee Address: Lisbon [Edit](#)

Destination Country: Portugal

Requested Issuing Duty Station: AK-Skagway (PPQ)

[Reference Information:](#)

[Import Permit Number:](#)

[Comments:](#)

Shipment Value:

Approximate Date For Departure From Port Of Export: 08/06/2008

Port Of Export: [Edit](#)

Declared Means Of Conveyance: Air Freight

Shipping Details: *For information, click the commodity 'Details' button(s) below.*

Point Of Entry: Portugal

Commodities Available For Inspection At: Warehouse 2

Commodities Available On: 08/06/2008 [Time:](#) 1600

Commodities Total: 1 [Edit](#)

Common Name	Botanical Name	Quantity	Unit	
Oak	Quercus macrolepis	100	Each	Details

Attachments: There are no file(s) attached to this application. [Edit](#)

[Next](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)



- Review the information provided for the application or certificate. Click the **Edit** button for the associated section to update or change information.

NOTE: ACO users must update the following information before proceeding by clicking on the **Issue/Print Certificate** button on the left navigation:

- Add a new inspection (original inspection data is not carried over)
- Add new treatment dates (if the original certificate had treatments, the information is carried over with no date information)
- Update additional declaration information if desired.

Once ACOs have added the processing information and clicked the **Issue/Print Certificate** button, they can skip to *Step 8*.

- For AE users, click the **Next** button.
RESULT: The *Treatments* page is displayed.

Welcome Matt Elliott of Alaskan Lumber Warehouse (Org ID 13654) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Phytosanitary Certificate

Tracking #: 153713 [Close](#) [Print Application](#) [Print Certificate Draft](#)

Treatments

Error: Please enter a treatment date for all treatments associated with this application.

Please click the 'Add New Treatment' button to create a treatment entry. A treatment applies to one or multiple commodities on an application.

Treatments listed in *red italics* indicate that the treatment date is missing.

Treatment Type	Commodities	
<i>Vapor heat</i>	Oak	Update Delete

[Add New Treatment](#)

[Previous](#) [Next](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

NOTE: Treatment information from the original certificate will be displayed but the AE user must enter a new treatment date by clicking the **Update** button or delete the treatment information by clicking the **Delete** button. The user also has the option to add a new treatment by clicking the **Add New Treatment** button.

7. After adding or editing the treatments, click the **Next** button.
 RESULT: The *Additional Declarations* page is displayed.

Welcome Matt Elliott of Alaskan Lumber Warehouse (Org ID 13654) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Phytosanitary Certificate

Tracking #: 153713 [Close](#) [Print Application](#) [Print Certificate Draft](#)

Additional Declarations

Please add any applicable Additional Declarations for the certificate. Select EXCERPT to review the foreign government requirements. Copy and paste information from EXCERPT into the box below. You may also select a standard statement from the list below.

Import Permit Number _____ was presented. [Add](#)


The product is free of soil.

[Previous](#) [Save](#) [Next](#)


[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

8. Click the **Next** button.
RESULT: The *Certificate Adjustment* page is displayed.

Welcome Matt Elliott of Alaskan Lumber Warehouse (Org ID 13654) .
[Sign Out](#)



Phytosanitary Certificate Issuance & Tracking System (PCIT)



Application for Phytosanitary Certificate

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[Treatments](#)
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[Issue/Print Certificate](#)
EXCERPT

Applicant Name: Alaskan Lumber Warehouse
Application Submission Date: 08/06/2008
Application Tracking Number: 153713

Current Status: **Reuse**
[Update Status](#)


Certificate Adjustment

At this time, you can make any necessary adjustments to the certificate.

Note: All dates entered in mm/dd/yyyy format will be written out in long date format:
(e.g. January 10, 2005).

Inspection Date Adjustment


The current inspection date is **August 06, 2008**. If you wish to change this date, you can enter it here:

Enter A Date: 
mm/dd/yyyy

Or Any Text:
(44 characters max)

Issue Date Adjustment

The current issue date is **August 06, 2008**. If you wish to change this date, you can enter it here:

Enter A Date: 
mm/dd/yyyy

Country of Transit Adjustment

The destination country is **Portugal**. If you wish to add additional countries that the shipment will traverse to before reaching the destination country, click the 'Add Country of Transit' button.

[Add Country of Transit](#)

Printed ACO Adjustment

Currently, **Mary Davis** has been selected as the ACO responsible for issuing this certificate. If you'd like to change that, please select an ACO here:

Select An ACO:

Certificate Preview

If you have made adjustments and wish to preview them before issuing the certificate, you must click this button to first save your changes: [Save Current Adjustments](#)

Click this button to preview your certificate: [Preview Certificate](#)

Submit for Approval


Once the certificate is formatted correctly, you may submit it for approval.

[Back](#) [Submit for Approval](#)


[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

9. After reviewing or updating the application/certificate information, click the **Submit for Approval** button (AE users) or the **Issue Certificate & Charge Fee** button (ACO users).
RESULT: The *Print Certificate* page appears and the current status changes to Issued-Pending (AE users) or Issued (ACO users).

Welcome Matt Elliott of Alaskan Lumber Warehouse (Org ID 13654) .
[Sign Out](#)



Phytosanitary Certificate Issuance & Tracking System (PCIT)



Application for Phytosanitary Certificate

[PCIT Home](#)
[Issue/Print Certificate](#)
[EXCERPT](#)

Applicant Name: Alaskan Lumber Warehouse
Application Submission Date: 08/06/2008
FPC Number: F-F-02232-00153713-7-N

Current Status: **Issued-Pending**

Print Certificate

To print the original certificate now, you can follow these steps.

Step 1: To print the original certificate, select the '[Generate Original Certificate](#)' button.

Step 2: Once the original certificate has successfully printed, click the '[Printed](#)' button. This will do the following:

1. Will ensure that duplicate original certificates cannot be generated in PCIT.
2. Will change the status of certificates in ISSUED status to PRINTED status, which is the final status in PCIT.

Optional Steps

Optional Step A: If the original certificate printed correctly, you may optionally enter the bar code printed on the security paper. Enter the certificate bar code in the input box and click 'Add'.

Bar Code:

Bar Code Number(s):

No bar codes have been added.

Optional Step B: If a certificate is eligible for Reuse, a 'Reuse Certificate' button will display. Clicking on this button will allow you to reuse this certificate to generate additional certificates with similar information.

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

10. Click the **Generate Original Certificate** button to open the certificate in a new PDF window. Once you have successfully printed the certificate, click the **Printed** button/ or proceed to reuse this application/certificate by clicking the **Reuse Certificate** button.
RESULT: The *Print Certificate* page refreshes with the current status displayed as Printed (ACO users only, status remains as Issued-Pending for AE users) and the **Generate Certificate Copy** and **Reuse Certificate** buttons appear. You may enter the security paper bar code information if desired.
11. Clicking on the **Reuse Certificate** button will start the reuse process all over again with the *Application Details* page appearing. To terminate the Reuse process, you can select the [PCIT Home](#) link on the left side of the screen.